

M e m o r a n d u m

Date: January 8, 2010

To: East Los Angeles Area

Attention: Captain G. A. Peck

GREG

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Office of the Assistant Commissioner, Inspector General

File No.: 005.9968.13159.010

Subject: 2009 COMMAND PROPERTY INSPECTION REPORT

State Administrative Manual (SAM) Section 8652 requires Departments to conduct a physical count of all state owned property and reconcile the count with accounting records at least once every three years. Departmental records indicate the last command inventory by the East Los Angeles Area was conducted on May 4, 2009. In order to provide independent verification and reasonable assurance to the Office of the Commissioner that California Highway Patrol inventory records are complete and accurate, your command was selected for a property inspection.

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspections Program Manual, an inspection of your command's property, including vehicles and weapons, was completed by the Property Inspector (PI) on November 30, 2009. Using property records from the appropriate Offices of Primary Interest (OPI), the PI selected a random statistically-valid sample of property that was stratified across four property areas: general inventory control, telecommunications, fleet, and weapons (see Attachments B, C, D, and E). Additionally, the PI chose items within your command and compared them to the appropriate inventory records.

According to the OPI inventory lists, the command had a total property inventory population of 1080 items (a). The statistically-valid sample at a 95 percent confidence level \pm 5 percent error rate provided a total stratified sample size of 61 items when rounded up to the next whole number (d).

Safety, Service, and Security

	Population Size	Percentage of Total	Calculated Sample Size	Predetermined List Sample Size
	(a)	(b)	(c)	(d)
ICU Decals	410	37.96%	22.02	23
Telecommunications	398	36.85%	21.37	22
Fleet	63	5.83%	3.38	4
Weapons	209	19.35%	11.22	12
Total	1080			61

When comparing equipment recorded on the predetermined property inspection list to equipment located at the command, 59 of the 61 items were located. One item, a Telephone System, Asset #R38897, was reported missing in 1998, but has remained on the Telecommunications report as being assigned to the East Los Angeles Area. The item has not been located. One item, a Ford Taurus has been transferred and a copy of the CHP 57 (Motor Vehicle Assignment and Transfer) is contained within Attachment D. Furthermore, one item requires a correction be made to the property record and two items were noted to need a replacement tag. The property inspection results of the equipment recorded on the predetermined property inventory list to equipment located at the command are summarized in Attachment A.

When comparing equipment assigned to the command to the OPI inventory lists, 11 of the 11 items reconciled. The property inspection results of equipment located at the command to the OPI inventory list are summarized in Attachment A.

I request your command research and investigate the discrepancies noted above in accordance with departmental procedures outlined in HPM 11.2, Materials Management Manual, Chapter 8, Equipment, and work with the appropriate OPI(s) to rectify any variances. A Physical Inventory Adjustment Request, CHP 24, must be completed to adjust the inventory records. In order to verify that the above listed discrepancies have been rectified, please submit a memorandum to the Office of Inspections through your respective Division by April 8, 2010.

Furthermore, in accordance with the Governor's Executive Order S-20-09 to increase government transparency, this report will be posted on the CHP's internet website, and on the Office of the Governor's webpage, located on the State's Government website.

East Los Angeles Area

Page 3

January 8, 2010

The Office of Inspections would like to thank your command for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Roger Ikemoto, Senior Management Auditor at (916) 843-3160.

A handwritten signature in black ink, appearing to read "M. C. A. Santiago". The signature is fluid and cursive, with the last name "Santiago" being more prominent.

M. C. A. SANTIAGO, CIG
Assistant Commissioner

Attachments

cc: Office of the Assistant Commissioner, Field
Southern Division
Fiscal Management Section
Telecommunications Section
Fleet Operations Section
Office of Inspections, Audits Unit

ATTACHMENT

A

**OFFICE OF INSPECTIONS, AUDIT UNIT
PROPERTY INSPECTION DISCREPANCY REPORT
EAST LOS ANGELES - 535**

ATTACHMENT A

EQUIPMENT DESCRIPTION	CHP NUMBER	LISTED ON PROPERTY RECORD BUT NOT FOUND	FOUND BUT NOT LISTED ON PROPERTY RECORD	MISSING DECAL OR CORRECTION NEEDED TO PROPERTY RECORD	TRANSFER	NOT AVAILABLE FOR INSPECTION	COMMENTS
Digital Camera	142821			X			Replacement tag needed, add serial #1222267259.
Canopy, Royal Blue	162515			X			Replacement tag needed.
TELEPHONE SYSTEM MOD STAATA XX	R38897	X					Item reported missing in 1998.
Ford Taurus	D1504				X		Vehicle transferred, CHP 57 attached.

ATTACHMENT

B

CALIFORNIA HIGHWAY PATROL
2009 ICU PROPERTY RECORD INSPECTION REPORT
EAST LOS ANGELES - 535

ATTACHMENT B

ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
PROPERTY INSPECTION LIST TO EQUIPMENT								
1	RADAR, VEHICLE	043808	X					
2	SWITCH	7ZNV23E2038	X					
3	DIGITAL CAMERA		X				X	Replacement tag needed, add serial #1222267259.
4	HANDHELD GPS	118249445	X					
5	COMPUTER	MXL7330FF8	X					
6	COMPUTER	MXL7330FKC	X					
7	COMPUTER	MXL7330FIN	X					
8	LAPTOP	0039334991	X					
9	LAPTOP	0039335011	X					
10	LAPTOP	0039334994	X					
11	LAPTOP	0039335004	X					
12	LAPTOP	00393354270	X					
13	LAPTOP	0040297287	X					
14	LAPTOP	0040297299	X					
15	LAPTOP	0040297294	X					
16	CANOPY , ROYAL BLUE		X				X	Replacement tag needed.
17	TELEVISION HD LCD 42"		X					
18	Uninterruptable Power Source	AS0820131702	X					
19	COMPUTER	MXL8330JKS	X					
20	COMPUTER	MXL8330JBX	X					
21	RECEIVER/MONITOR VIDEO COLOR	010226684	X					

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

CALIFORNIA HIGHWAY PATROL
2009 ICU PROPERTY RECORD INSPECTION REPORT
EAST LOS ANGELES - 535

ATTACHMENT B

ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
22 97733	VCR	089M2384	X					
23 XMM253	PAS DEVICE P029337	8753	X					
EQUIPMENT TO INVENTORY LIST								
1 142387	DVD PLAYER		X					
2 155564	LAPTOP	39334987	X					
3 162090	CAMERA XT	2371217460	X					
4 162422	CAMCORDER/VIDEO CAMERA	DCR-HC62	X					
5 164780	COMPUTER	MXL8330JHT	X					

LEGEND
(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

ATTACHMENT

C

CALIFORNIA HIGHWAY PATROL
2009 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT
EAST LOS ANGELES - 535

ATTACHMENT C

ASSET #	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL #	Y	N	A	T	C	OTHER
PROPERTY INSPECTION LIST TO EQUIPMENT										
1	R38897	TELEPHONE SYSTEM MOD STAATA XX	WAS 535			X				
2	R42855	Mobile Radio	1239570	9541523	X					Item reported missing in 1998.
3	R45079	Mobile Repeater	2QNL418	7610854	X					
4	R45171	Mobile Repeater	1248471	7625614	X					
5	R47819	Motorcycle Radio	M9415	95A08	X					
6	R48137	Motorcycle Radio	M9656	3000463	X					
7	R53185	Mobile Radio		9523245	X					
8	R56199	Scanner	1239902	55003058	X					
9	R61362	Hand-Held Radio	16423	402AWUF348	X					
10	R62321	Hand-Held Radio	17946	402AWW5783	X					
11	R62559	Hand-Held Radio	12125	402AWW7552	X					
12	R62598	Hand-Held Radio	15636	MM 08-040	X					
13	R66851	Hand-Held Radio	19024	402AXA3826	X					
14	R67463	Hand-Held Radio	14473	402AXA4438	X					
15	R69517	Hand-Held Radio	19074	402AXE8855	X					
16	R70116	Battery Charger - Radio			X					
17	R70122	Battery Charger - Radio			X					
18	R70136	Battery Charger - Radio			X					
19	R74872	Scanner	1248320	75001769	X					
20	R77740	Control Head - Mobile	1248305		X					
21	R89498	Control Head - Mobile	1204354		X					
22	R90650	Control Head - Mobile	1239821		X					

LEGEND

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CALIFORNIA HIGHWAY PATROL
2009 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT
EAST LOS ANGELES - 535

ATTACHMENT C

ASSET #	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL #	Y	N	A	T	C	OTHER
EQUIPMENT TO INVENTORY LIST										
1	R70117	Battery Charger-Radio			X					
2	R70128	Battery Charger-Radio			X					
3	R70130	Battery Charger-Radio			X					

LEGEND

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ATTACHMENT

D

CALIFORNIA HIGHWAY PATROL
2009 FLEET INSPECTION
EAST LOS ANGELES - 535

ATTACHMENT D

EQUIPMENT ID	LICENSE NUMBER	MANUFACTURER	MODEL	Y	N	A	T	C	OTHER
PROPERTY INSPECTION LIST TO EQUIPMENT									
1	1239902	Ford	Crown Vic	X					
2	1240047	Ford	Crown Vic	X					
3	D1504	Ford	Taurus				X		Vehicle transferred, CHP 57 attached.
4	M9339	BMW	R1150RT Motorcycle	X					
EQUIPMENT TO INVENTORY LIST									
1	M9370	BMW	R1150RT Motorcycle	X					
2	M9486	BMW	R1200RT Motorcycle	X					

LEGEND

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CHP 57 - MOTOR VEHICLE ASSIGNMENT AND TRANSFER
(PAR:CHP 57)

VEHICLE NR:		D1504	
YEAR:	2001	LICENSE NR:	1104097
MAKE:	POR	REPLACES VEHICLE:	D0957
MODEL:	TAURUS	VIN:	1FAPP52291G222634
CLASS CODE:	PL	DATE PLACED IN SERVICE:	11/26/2001
DEALER STOCK NR:	13438	FUEL CARD #:	34011

EQUIPMENT

ITEM:	DESCRIPTION:
A RADIO - CHP	R-41717 ✓ 57125
A RADIO CONTROL HEAD	57125 - VOR
FIRE EXTINGUISHER	
FIRST AID KIT	

COMMENTS:
MOTOR CARRIER SUPERVISOR
9-10-07 FROM 505 TO 535 @ 68294 MILES.

96382

ASSIGNED TO LOCATION: 535

RECEIVED BY:

(Signature)

PRINT NAME:

ID NUMBER:

DATE:

ODOMETER: 66702

TRANSFERED FROM LOCATION:

DELIVERED BY:

(Signature)

PRINT NAME:

ID NUMBER:

DATE:

----- End of Report -----

ATTACHMENT

E

Department of California Highway Patrol
Complete Area Inventory
535 - East Los Angeles

November 10, 2009

Officer Issued Weapons

Issued to officer

ID# Last Name

First Name

Ser#

Control#

Comments

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535 - East Los Angeles

November 10, 2009

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 4. The fourth column contains the following text:
 5. The fifth column contains the following text:
 6. The sixth column contains the following text:
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 48. The forty-eighth column contains the following text:
 49. The forty-ninth column contains the following text:
 50. The fiftieth column contains the following text:
 51. The fifty-first column contains the following text:
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 54. The fifty-fourth column contains the following text:
 55. The fifty-fifth column contains the following text:
 56. The fifty-sixth column contains the following text:
 57. The fifty-seventh column contains the following text:
 58. The fifty-eighth column contains the following text:
 59. The fifty-ninth column contains the following text:
 60. The sixtieth column contains the following text:
 61. The sixty-first column contains the following text:
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 70. The seventieth column contains the following text:
 71. The seventy-first column contains the following text:
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 75. The seventy-fifth column contains the following text:
 76. The seventy-sixth column contains the following text:
 77. The seventy-seventh column contains the following text:
 78. The seventy-eighth column contains the following text:
 79. The seventy-ninth column contains the following text:
 80. The eightieth column contains the following text:
 81. The eighty-first column contains the following text:
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 83. The eighty-third column contains the following text:
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 86. The eighty-sixth column contains the following text:
 87. The eighty-seventh column contains the following text:
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 89. The eighty-ninth column contains the following text:
 90. The ninetieth column contains the following text:
 91. The ninety-first column contains the following text:
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 94. The ninety-fourth column contains the following text:
 95. The ninety-fifth column contains the following text:
 96. The ninety-sixth column contains the following text:
 97. The ninety-seventh column contains the following text:
 98. The ninety-eighth column contains the following text:
 99. The ninety-ninth column contains the following text:
 100. The hundredth column contains the following text:

535 - East Los Angeles

1. The first column contains 15 horizontal black bars of varying lengths, representing a sequence of data points or a barcode.

2. The second column contains 15 horizontal black bars, similar in style to the first column, but with slightly different lengths and positions.

3. The third column contains 15 horizontal black bars, continuing the sequence of data points or a barcode.

4. The fourth column contains 15 horizontal black bars, similar in style to the first column, but with slightly different lengths and positions.

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14. The fourteenth column contains 15 horizontal black bars, similar in style to the first column, but with slightly different lengths and positions.

15. The fifteenth column contains 15 horizontal black bars, continuing the sequence of data points or a barcode.

535 - East Los Angeles

Comments

Issued to officer:

Control#

November 10, 2009

Area Issued Weapons

Comments

Comments

Department of California Highway Patrol
Complete Area Inventory
535 - East Los Angeles

November 10, 2009

[REDACTED]
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[REDACTED]
[REDACTED]
[REDACTED]

Issued to Area/Division: [REDACTED]

[REDACTED]
Ser# Control#
[REDACTED] [REDACTED]
[REDACTED] [REDACTED]

Comments

[REDACTED]

[REDACTED]
Ser# Control#
[REDACTED]
[REDACTED]

Comments

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[REDACTED] Issued to Area/Division

Ser# Control#
[REDACTED]
[REDACTED]
[REDACTED]
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Comments

Issued to Area/Division: [REDACTED]
[REDACTED]

[REDACTED]
[REDACTED] Issued to Area/Division
Ser# Control#

Comments

[REDACTED]
[REDACTED]

Department of California Highway Patrol

Complete Area Inventory

535 - East Los Angeles

November 10, 2009

Area Grand Total: [REDACTED]